WISTOW PARISH COUNCIL

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Clerk: Jessica Knights

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NOTICE OF MEETING	**Annual Parish Council Meeting followed by monthly Council Meeting**
TIME	7.15pm
DATE	Tuesday, 28th May 2024
VENUE	Village Hall, Manor Street, Wistow, Cambs
MEMBERS	6 – Cllr Leaton (Chairman), Cllr Simms (Vice Chairman), Cllr Smith, Cllr Twigden, Cllr Greggory & Cllr Boulton.
QUORUM	3
VACANCIES	1

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. The meeting is open to members of the public (to include the press) unless stated otherwise in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

Jessica Knights, Clerk & RFO to Wistow Parish Council, 21st May 2025.

A G E N D A

05/25.01 **Election of Chairperson**

To elect a Chairperson followed by signing of the Acceptance of Office.

05/25.02 **Election of Vice Chairperson**

To elect a Vice Chairperson and receive the Vice Chairperson's Acceptance of Office.

05/25.03 **Welcome and to receive and approve Apologies for Absence**

Local Government Act 1972 s85 requires Parish Councillors to provide a reason for their absence & for that reason to be approved by a majority vote at the meeting

To receive and approve apologies for absence.

05/25.04 **To approve and sign the Minutes of the APCM Meeting**

To consider, approve and sign the minutes of the Annual Parish Council Meeting held on 28th May 2024.

05/25.05 **To receive Declarations of Interest**

Councillors with pecuniary interests must leave the room before any discussion on the disclosed interest, whether during the public forum or elsewhere on the agenda. They cannot remain to hear or make representations. When an agenda item is discussed, councillors with an interest must follow the Code of Conduct, disclose the interest, and leave the meeting. Failure to comply is a criminal offence, punishable by a fine of up to £5,000 and/or disqualification as a Councillor for up to five years. Standing Orders S.13: Dispensation requests must be in writing and submitted to the Proper Officer before or at the start of the meeting. The Proper Officer's decision is final.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Wistow Parish Council Code of Conduct for Members and the Localism Act 2011 s31 & s33.

05/25.06 **Review of Policies, Procedures and Regulations**

a) To confirm the current internal and external audit provision.
b) To review the authorised bank signatories.
c) To review and approve all policies and procedures

05/25.07 **TO ELECT COMMITTEES, WORKING PARTIES AND THEIR REPRESENTATIVES**

a. To review the Heads of Terms in relation to the Personnel Committee and appoint Chair and Vice-Chair.

05/25.08 **To review and confirm members portfolio responsibilities**

Litter/village maintenance/trees/grass - Cllr Leaton-Kemp
Playing field - Cllr Twigden
Countryside - Cllr Gregory
Operations - Clerk
Highways - Cllr. Simms
Flooding/Neighbourhood Watch - Cllr. Smith
Auditing/Village Hall – Cllr Boulton

05/25.09 **To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council**

24th June 2025
29th July 2025
August 25 – No meeting
30th September 2025
28th October 2025
25th November 2025
December 25 – No meeting
27th January 2026
24th February 2026

31st March 2026
28th April 2026
26th May 2026 - Elections

LGA 1972 confirms in a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office.

Close **Annual Meeting of the Parish Council**

Open **Meeting opened for the monthly Parish Council Meeting**

05/25.10 **Public Participation**

At the close of this agenda item members of the public will no longer be permitted to address the Council.

To allow 15 minutes (3 minutes per person) for any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at the meeting.

05/25.11 **District Councillors and County Councillor reports**

To receive reports from District and County Councillors.

05/25.12 **Previous Minutes**

To approve and sign the Minutes of the Monthly Meeting held on 29th April 2025

05/25.14 **Matters for discussion & Approval**

Highways

- Discuss plan of action for Highways Rota

Operations

- Consider and approve scheme of delegation.
- Consider and approve SLCC membership to Principal status of an extra £55 per year.

Village Hall

- Review and approve checklist and insurance provided by the Village Hall for Wistowfest.

Misc

- Discuss outcome with meeting with Huntingdonshire Communities.

05/25.13 **Clerk's Report**

LGA 1972 Schedule 12 s10 (2) (b) states that business must be specified therefore the Council cannot lawfully raise matters for discussion or make decisions under this item

Report containing activities affecting and pertaining to the Parish.

Committee Reports

To receive reports from committee.

05/25.14 **Notification of planning items**

05/25.15 **Finance**

To approve accounts for payment: 30th May 2025

Date	Payee	Description	Amount £
1	Payroll	Salary & ENIC	£582.96
2	Emma Jackson	Grass Cutting	£TBC
3	LGS Services	Internal Audit	£126.00
4	Wistow Village Hall	Hire	£144.00
5	LGS Services	Annual Payroll	£ 79.20

05/25.16 To review, note and consider the following for May 25:

a. Income and Expenditure Account.
b. Cash book and other files.
c. Bank reconciliation.
d. Bank balances, interest and charges in the current and deposit accounts.
e. Cash flow.
f. Review budget.
g. Monthly audit.

05/25.17 **INTERNAL AUDIT 2024-25**

a. To receive and note the independent Internal Audit report for the financial year ending 31st March 2025.
b. To consider any improvements required and remedial actions to be taken.

05/25.18 **AUDIT AND ACCOUNTS 2024-25**

a. To complete the Annual Return sections 1 and 2. A copy of the completed Annual Return, sections 1 and 2 have been sent to all councillors ahead of this meeting.
b. To agree and sign accounts for the financial year ending 31st March 2025. A copy of the accounts and bank reconciliation has been sent to all councillors ahead of this meeting.
c. To receive and note the Financial Risk Assessment 2025 completed by the RFO. A copy of the risk assessment has been sent to all councillors ahead of this meeting.
d. To confirm the notice of public rights dates, and the publication of unaudited annual return accounts for the year ended 31st March 2025 has been placed on the Council website and notice boards.

05/25.19 **Correspondence and Communications**

The following correspondence has been circulated to Councillors:

05/25.20 **Portfolio Responsibilities**

Litter/village maintenance/Trees - Cllr Leaton-Kemp

Playing field - Cllr Twigden

Countryside - Cllr Gregory

Website/ Operations - Clerk

Highways - Cllr. Simms

Flooding/Neighbourhood Watch - Cllr. Smith

Cllr Boulton – Village Hall & Finance

05/24.21 **Matters for future consideration**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

To raise matters for discussion at the next meeting.

05/24.22 **Dates of next monthly meeting**

Parish Council Meeting on Tuesday 24th June 2025 in the Village Hall at 7.30pm.